

**COMMERCE EXAMINATIONS**  
**ENGLISH SHORTHAND**  
**SENIOR GRADE – I Paper ( Speed )**

**January, 2019**

Time : { Dictation : 10 Minutes  
 { Transcription : 2 Hours

[ Max. Marks : 100

*Instructions to Readers :*

The following passage should be dictated to the candidates at the rate of 120 W.P.M. as marked hereunder and the candidates should be asked to take down the same in the reporting style of phonography and transcribe the same into longhand.

Dear Friends and Respected Principal,

Before I begin my speech on waste management, please allow me to extend special thanks to our College Committee Members and Principal for always encouraging programmes based on social awareness. I sincerely hope that my fellow students would get maximum benefits out of it by informing themselves about the burning issues of our times that // our nation is fighting with every day.

One such problem that has caught people's attention in the current scenario is the ever increasing waste and our inability to deal with /// it. With the ever

growing human population and increasing living standard of people and industries have also been established to meet the growing human needs for survival. Of course, new /1/ agricultural methods are adopted with the help of pesticides and fertilizers for meeting the growing needs for consumption. So much other things are also practised for a comfort living. In / return, waste matter is generated from industrial and domestic activities, which is dumped into our surroundings.

Cities are now struggling with the problems of high build up of waste and // its impact on our immediate and global environment. As a result, environmental pollution

has come to an alarming stage where our environment is experiencing an irreparable  $\frac{3}{4}$  damage. Solid and liquid /// wastes as well as gas particles released from the industries ; run off pesticides and fertilizers from the agricultural practices as well as household sewage from urban 2 regions have come to /2/ a point beyond disposal.

To understand it more precisely, I would say that waste management is the process of treating solid wastes. It also offers  $\frac{1}{4}$  variety of solutions for recycling / items that don't belong to trash or are completely discarded and of no use. Waste management is about how garbage and waste can be used as a valuable resource  $\frac{1}{2}$  for // us and our future generations. Waste management disposes of the products and substances that you have used in a safe and efficient manner. Rubbish, garbage and waste can  $\frac{3}{4}$  cause air /// and water pollution. Rotting garbage is also known to produce lot many harmful gases that mix with the air and can cause breathing problems in people.

Waste management is 3 something /3/ that each and every

household, human being and business owner in the world needs. There are many authorities that collect such waste and focus on recycling it for the betterment / of  $\frac{1}{4}$  the society. This is done by method of regular collections. These industries work on overall concept of waste management. It includes all amongst other things, collection, transport, treatment and //  $\frac{1}{2}$  disposal of waste together with monitoring and regulation. Waste can easily be converted into a reusable things by getting it recycled.

We as individuals should put in our efforts to /// work on waste  $\frac{3}{4}$  management for the betterment of ourselves, our future generation and the overall economy. We all should understand that waste can be created by anything. It can be /4/ generated during the 4 extraction of raw material, the processing of raw materials into intermediate and final products, the consumption of final products, or other human activities including municipal, agricultural, and /  $\frac{1}{4}$  social activities. And, waste management is intended to reduce adverse effects of waste on health and the environment.

However, this problem has also given citizens an opportunity to look for // solutions by involving their society and private sectors, by involving latest innovations for disposal of waste and last but not the least, involving behavioural changes and raising people's consciousness.

It /// is high time when we have to do a smart handling of 'waste' and actually understand whether waste is indeed a waste or not. There is an obvious requirement for /5/ the latest waste disposal technology which is centered on municipalities and makes use of high energy technology in order to progress towards processing and recycling of waste.

The easier waste / management method would be to bring down the formation of waste materials. This way we can control the quantity of waste thrown in the landfills. You can recycle old materials // for waste reduction and it can be bags, jars, repairing broken pieces rather than buying a new one, avoiding the use of disposable items, such as plastic, glass and bags, /// putting into use second hand products and

purchasing products that do not require much designing.

Then composting is yet again a natural bio-degradation based process which makes use of organic /6/ waste like kitchen 6 waste and remains of garden or plants and transforms it into nutrient-rich food for your plants. It is one of the excellent methods of waste disposal where / it can 1/4 transform unsafe organic items into safe compost.

Landfills are the highly sought methods for the disposal of waste these days. Landfills are only successful where there is a // lot 1/2 of space and unfortunately it is a success only in developed countries. However, it is said that landfills lead to water and air pollution and inevitably affect the environment///. So besides this, 3/4 you can look for other methods I have just described for waste management and protect your environment from the hazardous impact of piled up waste.

Thank You, /7/ 7

Dear Sir,

We thank you for your prompt reply, and after having considered the points raised in your letter, we

have pleasure in appointing you as  
 $\frac{1}{4}$  our agent for South / India. You  
 will be our sole representative and  
 we feel sure that your long  
 experience of business will be  
 valuable and lead to an extension  
 $\frac{1}{2}$  of our retail trade. Although // we  
 have confined ourselves mostly to  
 the sale of hardware, we have  
 decided to extend the scope of  
 our operations. The directors at  
 their last meeting stated that it  
 $\frac{3}{4}$  would /// be advisable to include  
 paints in our list of products ; so  
 you will have an opportunity of  
 developing the new side of our  
 business. From, your application  
 8 we notice that /8/ you are well  
 qualified to deal with these two  
 branches, especially since you  
 understand both the  
 manufacturing and the commercial  
 aspects of the business.

$\frac{1}{4}$  As a firm of thirty years /  
 standing we are well known in  
 South India, and although we have  
 not previously had a representative,  
 our goods have been distributed  
 over a large area. The reason for  
 $\frac{1}{2}$  appointing // you is that we feel  
 certain that your efforts will  
 increase our sales. In addition to

the details given in our previous  
 letter, we give the following  
 particulars to which /// we call  $\frac{3}{4}$   
 your attention. The terms offered  
 are a salary of two hundred rupees  
 per mensem and a commission of  
 five percent on all orders. A  
 reasonable amount will be /9/ 9  
 allowed to you for out of pocket  
 expenses incurred in visiting the  
 different parts of your area. The  
 terms of payment are ten percent  
 trade discount on all accounts,  
 and / five percent for cash within  $\frac{1}{4}$   
 one month.

Pricelists and other printed  
 matter will be provided by the firm  
 free of charge and any suggestions  
 from you will be appreciated.  
 Circulars // containing details of  $\frac{1}{2}$   
 the extended business are now  
 being prepared so as to be ready  
 for distribution when required.  
 After you have considered the  
 matter we shall be glad to ///  $\frac{3}{4}$   
 know if you will accept the  
 appointment. We are enclosing for  
 your guidance a copy of the  
 agreement and hope to hear from  
 you as early as possible.

Yours faithfully, /10/ 10